



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO:	20120606	POSITION:	Senior Procurement Specialist
OPENING DATE:	June 6, 2012	CLOSING DATE:	June 13, 2012
TOUR OF DUTY:	Full or Part-time 8:30 a.m.-5:00 p.m. Monday-Friday	ANNUALIZED FULL-TIME STARTING RANGE:	\$86,680 - \$108,350 DOQ (Grade 10) (Career Service) Entire Annualized Full-time Range: \$86,680 - \$130,020
LOCATION:	900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION:	Open to all applicants
NUMBER OF VACANCIES:	One (1)	TYPE OF APPOINTMENT:	Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Senior Procurement Specialist is responsible for developing, implementing, and managing policies and procedures for all aspects of DCRB's procurement and contract functions.

PRIMARY RESPONSIBILITIES

- Develops, implements and maintains procurement policies and procedures, and acts as DCRB's expert in interpreting procurement matters.
- Analyze and advise on cost/price analysis techniques to obtain the best terms for DCRB.
- Develops guidance, procedures and acquisition instructions for the agency procurement mission.
- Reviews proposed contractual actions for conformance with procurement policies and regulations.
- Advises senior management on matters pertaining to the procedures for contracting vendor services.
- Directs, performs and participates in or advises on the acquisition process, including requirements determination, documentation preparation, proposal evaluation, and in consultation with legal counsel, contract negotiation, contract administration, and contract termination.
- Confers with legal counsel on legal aspects of compliance policy and procedures.
- Works jointly with staff to oversee vendor progress on contract deliverables.
- Works jointly with staff to evaluate work performance and provides appropriate feedback to contractors and subcontractors related to both work and administrative matters.
- Provides input to senior management related to procurement policy and process.
- Trains and mentors procurement department staff.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, including the ability to write and speak clearly and succinctly brief others in a variety of communication settings and styles.

- Demonstrated understanding of procurement and contracting principles sufficient to manage DCRB's contract and procurement requirements.
- Knowledge of pre- and post-award procedures and a thorough understanding of proper contract administration processes.
- Strong knowledge and background in Federal and District acquisition regulations.

BEHAVIORAL COMPETENCIES

- Analytical skill and ability to review and evaluate contractor proposals.
- In-depth professional working knowledge or, and experience with, all aspects of current procurement concepts.
- Knowledge of contract types, methods and techniques, as well as contract administration and termination methods.
- Knowledge and experience with source selection techniques sufficient to conduct a competitive selection.
- Ability to work with staff to enable the prompt procurement of products and services and assure their successful and timely implementation.

QUALIFICATIONS

- Bachelor's degree required; Certified Procurement Management (CPM) designation or related master's degree preferred.
- At least 10 years of successful experience in procurement, contracting and related activities.
- At least 5 years of management or supervisory experience.
- Knowledge of the District's procurement systems.

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to:

**HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001**

Or fax materials to: (202) 566-5000
Attention: HR Director

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

